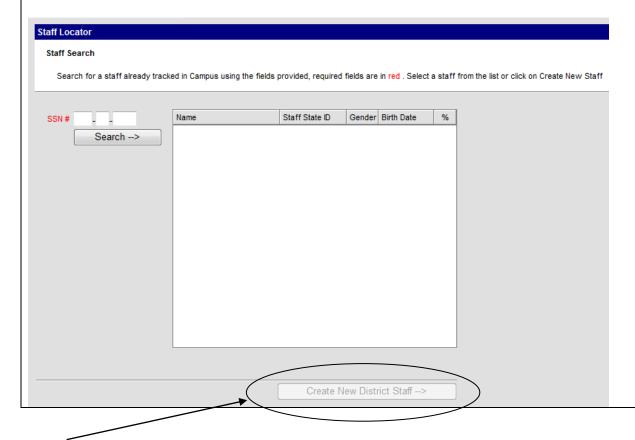
4	Census (Teache	r Infor	mation)
KDE Contact (Data Steward)	Cathy White	Updated	8/19/2013
Description	This standard reflects the information required to correctly enter a teacher into the Census data in the SIS.		
Data Standard Reg sites, data use, etc.	 LEAD Reporting (KRS 161.1221; 16 KAR 1:050) www.epsb.ky.gov/certification/LEAD.asp 		
How is data used	 LEAD Reporting HQ Reporting Teacher of Record/PGES Data Sharing between systems – CIITS & P20 		
Noted Changes for current year	None		
Available Ad- Hoc & Reports			
Available Training	LEAD Training provided by EPSB Infinite Campus https://community.infinitecampus.com/kb/display/DOC/Staff+History		
4A			New Staff
Campus Path:	Census Staff Locator		

Staff Locator should always be used when adding a new staff member



If staffmember does not exist, 'Create new District Staff' **New Person** Fill out the form to create a new Person in Campus. Click save to create the person, afterwards, they will appear in the list below. Person Information Middle Name *First Name Suffix *Last Name Birth Date Soc Sec Number • Race/Ethnicity Is the individual Hispanic/Latino? Is the individual from one or more of the these races? (check all that apply) American Indian or Alaska Native Asian Black or African American Native Hawaiian or Other Pacific Islander White State Race Ethnicity Race/Ethnicity Determination **Teacher Demographics** Census | People | Demographics **Campus Path:** Person Information 3211 PersonID *Last Name Middle Name Suffix *Birth Date (Age: 17) Soc Sec Number Male 💙 -Race/Ethnicity (Edit) State Race/Ethnicity: 6:White Federal Designation: 6:White Race(s): White Hispanic/Latino: N:No Race/Ethnicity Determination: 01:Parent Identified Birth Country V Date Entered US Date Entered US School Birth Certificate -Original Entry in KY Person Identifiers Local Student Number Generate Number Nickname Student State ID Comments Local Staff Number 93456 Staff State ID Person GUID 294B9DB9-4905-4437-A33A-29F8A96629A8

Last Name: The last name given to a person as indicated on their birth certificate, social security card, passport or through a legal name change, such as adoption or marriage certificate

First Name: The first name given to a person as indicated on their birth certificate, social security card, passport or through a legal name change, such as adoption or marriage certificate

Middle Name: The middle name given to a teacher as indicated on their birth certificate, social security card, passport or through a legal name change, such as adoption or marriage certificate

Gender: Select the gender of the person, Male or Female

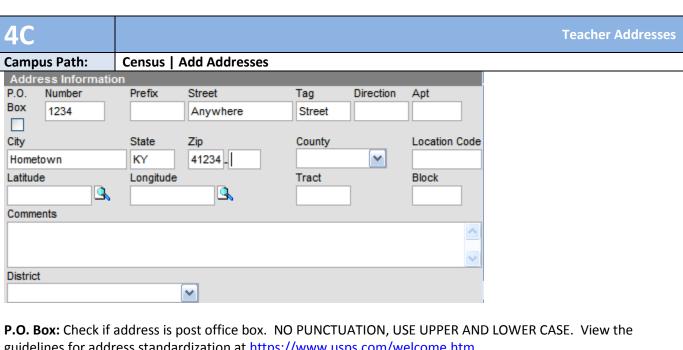
Birth Date: Enter the birth date of the person

Soc Sec Number: This field should contain the official number given by the Social Security Administration for this person (Required for staff linked to courses/sections)

Race/Ethnicity: Select the appropriate answer for the question, 'Is the individual Hispanic/Latino?' If the answer is No, at least one of the following race codes must be selected:

- American Indian or Alaska Native A person having origins in any of the original peoples of North and South America (including Central America), and who maintains a tribal affiliation or community attachment.
- Asian A person having origins in any of the original peoples of the Far East, Southeast Asia or the Indian subcontinent including Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
- Black or African American A person having origins in any of the black racial groups of Africa.
- Native Hawaiian or Other Pacific Islander A person having origins in any of the original peoples of Hawaii, Guam, Samoa or other Pacific Islands.
- White A person having origins in any of the original peoples of Europe, the Middle East or North Africa.

Local Staff Number: This field should contain only numeric values. No letter values are permitted.



guidelines for address standardization at https://www.usps.com/welcome.htm

Number: Physical number of residence or Post Office Box number

Prefix: Direction of address, if applicable (N, S, E, W, NE, SE, etc.)

Street: Name of street

Tag: Street Type (Ave, Dr, Ct, Ln, etc.)

Direction: If applicable (N, S, E, W, NE, SE, etc.)

Apt: Number of apartment

City: City of mailing address of student's residence

State: State of mailing address of staff member's residence.

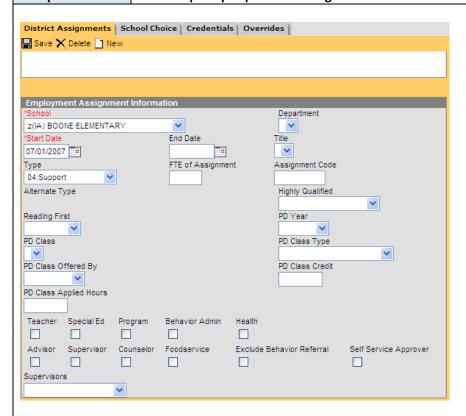
Use the official USPS abbreviation (i.e., KY=Kentucky, TN=Tennessee)

Zip Code: Zip Code of mailing address of staff member's residence - 5-digit code required;

4-digit extended zip code optional

Campus Path:

Census | People | District Assignments

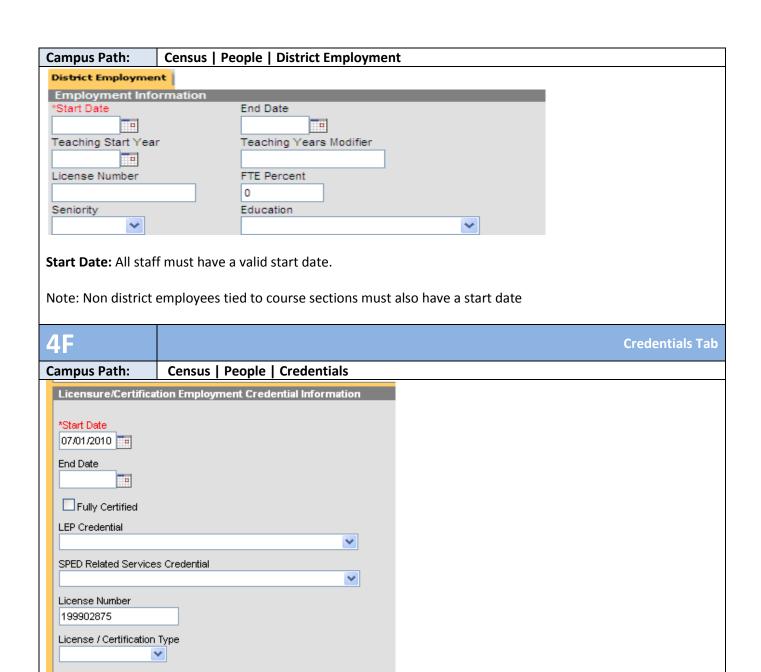


Type: Select the appropriate employee Type as Teacher, Administrator, Counselor, Librarian or Speech Therapist. Choose Support or other for all classified staff.

Alternate Type: If you choose 'Other' from the Employee Type dropdown; this data element is activated to specify the Other Employee Type.

CIITS Roles and Permissions

http://education.ky.gov/districts/tech/ciits/Pages/CIITS-Login-Support.aspx



License Number: All certified staff must have their EPSB ID Number in this field. HR personnel can find this number on the EPSB website in the secure Kentucky Educator Certification Inquiry lookup on www.epsb.ky.gov.